unicef

United Nations Children's Fund
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Fondo de las Naciones Unidas para la Infancia

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Introduction
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ORGANIZATION OF THE SECRETARIAT OF THE UNITED NATIONS CHILDREN'S FUND

This manual describes the current functions and organization of the secretariat of the United Nations Children's Fund. It is divided into chapters, which are further divided into sections according to the area of work, as shown on the attached list. Each chapter will be issued separately to facilitate future revisions or amendments.

The present section of the manual contains a brief introduction and the organization charts of UNICEF headquarters and the UNICEF secretariat.

ORGANIZATION OF THE SECRETARIAT OF THE UNITED NATIONS CHILDREN'S FUND

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INTRODUCTION

UNICEF, as a subsidiary body of the General Assembly, reporting through the Economic and Social Council, is a part of the United Nations. It has its own governing body and a staff and facilities financed from its own resources, which come from voluntary contributions from Governments, intergovernmental agencies, non-governmental organizations and individuals.

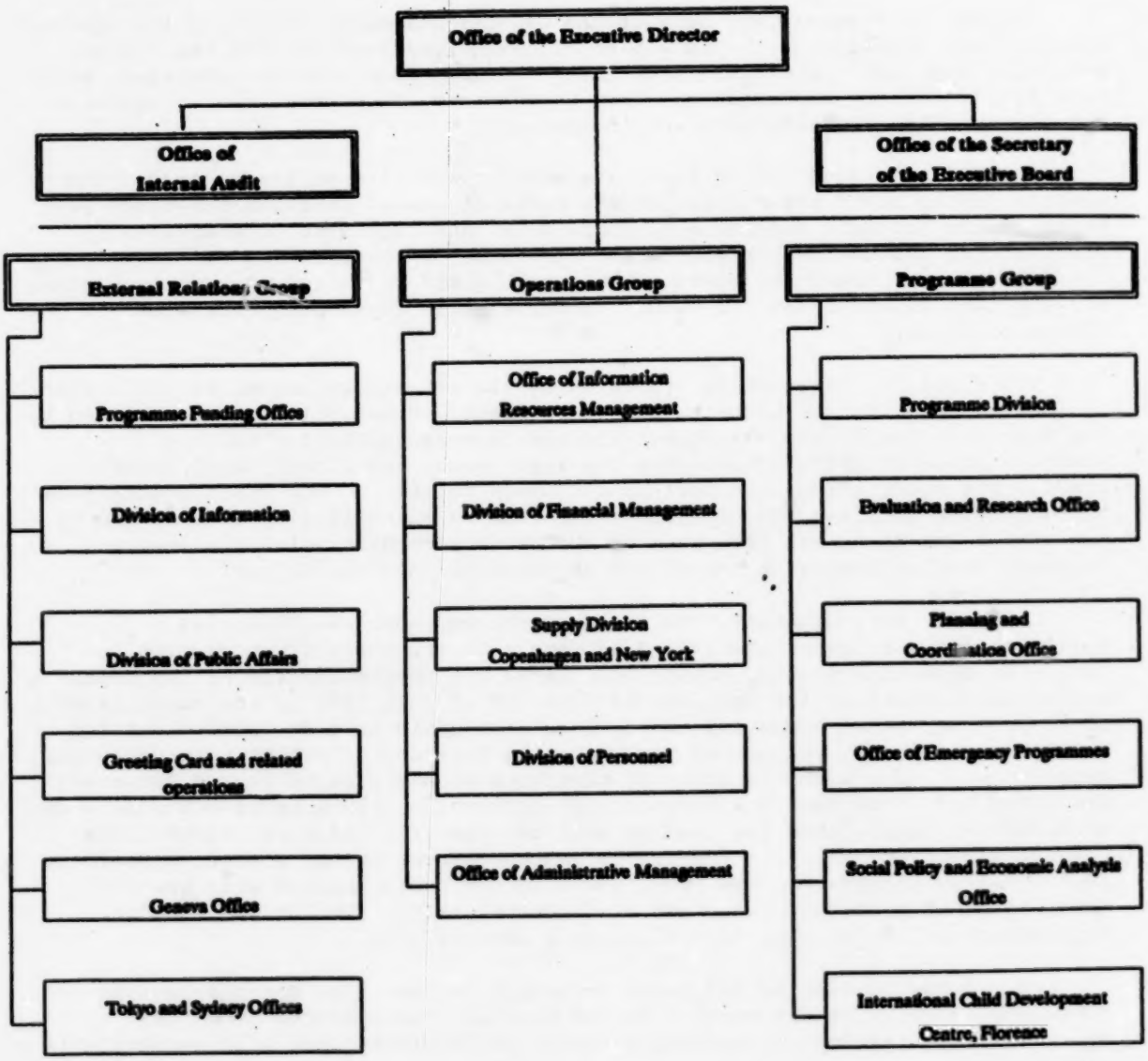
UNICEF is governed by an Executive Board comprising 41 Governments. The members of the Board are elected on the basis of annual rotation for three-year terms by the Economic and Social Council with "due regard to geographical distribution and to the representation of the major contributing and recipient countries". The Executive Board establishes UNICEF policies, reviews programmes and approves expenditures for UNICEF cooperation in developing countries and for operational costs.

The Executive Director is appointed by the Secretary-General of the United Nations in consultation with the Executive Board. Under policies established by the Executive Board, the Executive Director is responsible for the administration of UNICEF, including the appointment and direction of UNICEF staff. The staff are United Nations officials subject to the Staff Regulations of the United Nations. The Executive Director is authorized to receive and to administer the financial resources of UNICEF in accordance with the General Assembly resolutions establishing the legislative base for UNICEF.

Since its establishment, UNICEF has operated under the Financial Regulations and Rules of the United Nations. At its forty-first session in 1986, the General Assembly, having considered the recommendation of the Economic and Social Council in its decision 1986/181 of 23 July 1986 on the establishment of a specific set of financial regulations that would be most appropriate for UNICEF requirements, authorized the Executive Director of UNICEF to promulgate, after consultation with the Advisory Committee on Administrative and Budgetary Questions and subsequent deliberation and approval by the Executive Board, a set of financial regulations required to meet the specific needs of UNICEF. The financial regulations, with amendments, were approved by the Executive Board in 1987, when it agreed that the Executive Director could proceed with the preparation of a corresponding set of financial rules. The UNICEF Financial Regulations and Rules came into force on 1 January 1988.

An updated version of the basic reference document for Board delegates and others concerned with the work of UNICEF entitled "An overview of UNICEF policies, organization and working methods" (E/ICEF/Overview) will be available early in 1994.

Figure I. Organization of UNICEF headquarters


Office of the Executive Director
Office of Internal Audit
Office of the Secretary of the Executive Board
External Relations Group
Operations Group
Programme Group
Programme Funding Office
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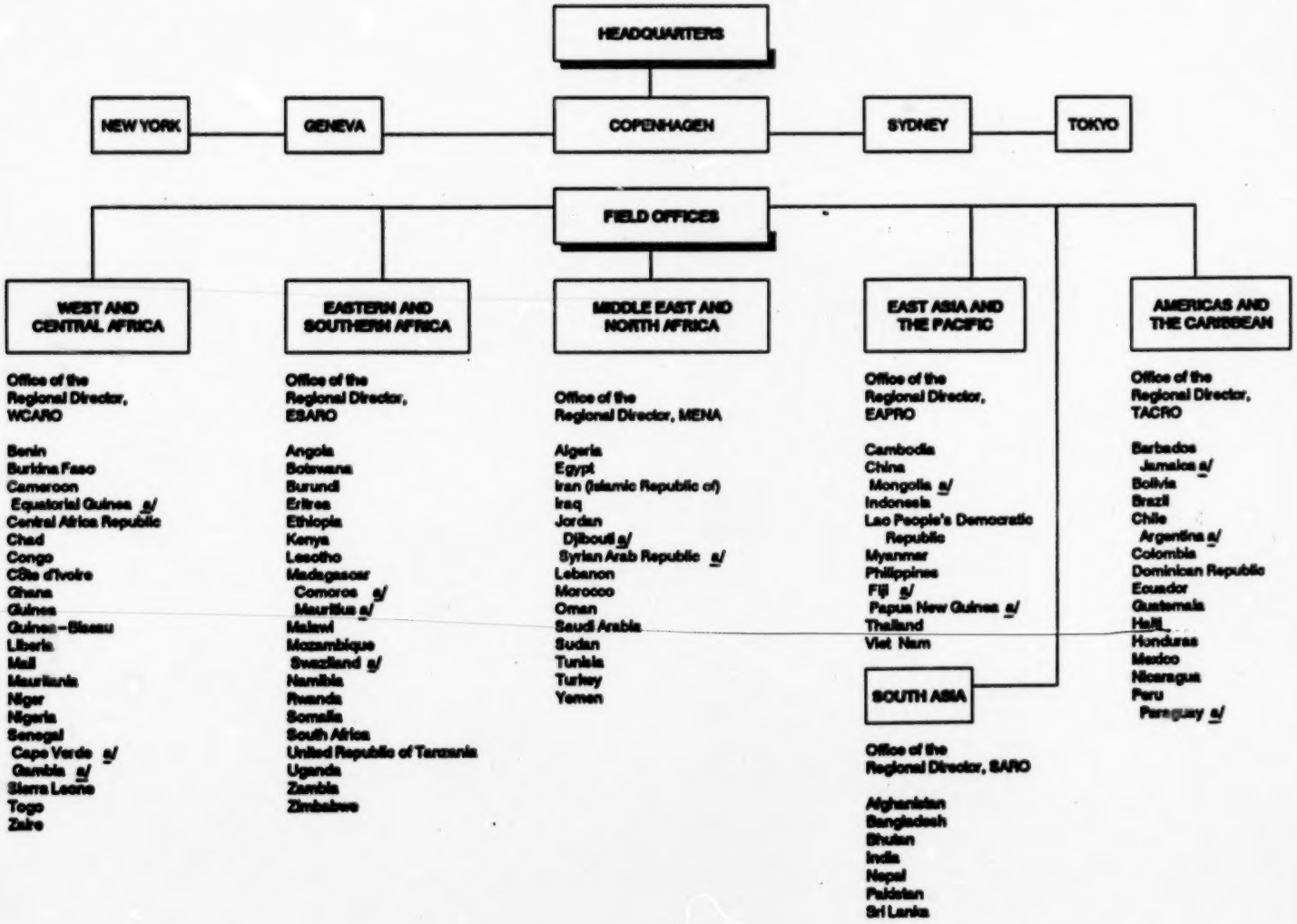
Geneva Office
Tokyo and Sydney Offices
Office of Information Resources Management
Division of Financial Management
Supply Division Copenhagen and New York
Division of Personnel
Office of Administrative Management
Programme Division
Evaluation and Research Office
Planning and Coordination Office
Office of Emergency Programmes
Social Policy and Economic Analysis Office
International Child Development Centre, Florence

Figure II. Organization of the UNICEF secretariat

(1994-1995 approved budget)



a/ Sub-office.